



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR
Phone: 225-342-8274
Fax: 225-342-8058
TDD: 800-846-5277
Toll Free: 866-783-5462

HR Handbook Update No. 2013 – 0004

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: HR Handbook Updates as a result of the Temporary Appointments Rule Changes

Issue Date: June 26, 2013

This notice is being issued to advise agencies of revisions to the HR Handbook as a result of the Temporary Appointments rule changes adopted at the June 5, 2013, State Civil Service Commission meeting.

Revised Position Description Form

The "Position Description" form has been revised. All agencies should begin using the revised form effective July 1, 2013.

Business Reorganization

Policy standards for Business Reorganization activities at the agency level have been established. Also, the "Individual Notification Form of Pending Business Reorganization Template" has been established, and the "Report of Final Actions" and "DPRL Form" have been updated.

Job Appointment

The policy standards for Job Appointments have been revised to reflect the new rules. Also, a revised form for the "Request for Extension of a Job Appointment" has been posted to the HR Handbook and should be used going forward.

Classified WAE Appointment

Policy Standards for Classified WAE Appointments (formerly Restricted Appointment) have been established and added to the HR Handbook.

A "Classified WAE Position Description" form has been established effective July 1, 2013. Agencies should utilize this form when creating Classified WAE positions. Agencies may allocate delegated titles under their own authority. Non-delegated titles must be sent to SCS Compensation for allocation.

Unclassified Temporary Appointment

The policy standards have been established for Unclassified Temporary Appointments. The "Request for an Exemption from the Classified Service" form has also been revised.

Dual Career Ladder

AN EQUAL OPPORTUNITY EMPLOYER

Policy standards for the Dual Career Ladder program have been revised. A sample Dual Career Ladder policy and “Supplemental Qualifications Request” form have been added to the HR Handbook.

Layoff Plan

Layoff Template #3 – Sample Layoff Plan has been revised.

Questions regarding the new Position Description Form, Business Reorganizations, Classified WAE Appointments, Unclassified Temporary Appointments or Dual Career Ladders may be directed to the Compensation Division at (225) 342-8083.

Questions regarding Job Appointments or Layoff Template #3 may be directed to the Employee Relations Division at (225) 342-8274.

Sincerely,

Shannon S. Templet
Director